



Department of Corrections

**NOTICE OF CHANGE TO
DEPARTMENT OPERATIONS MANUAL**

**Chapter 2, Article 7
Gifts & Donations**

**Transmittal
Letter Number:**

Revision Date:

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding revisions to Chapter 2, Article 7, Gifts and Donations. These revisions will incorporate into the DOM an update of existing processes, forms, time frames, references, and quantifiable information. Due to the recent Headquarters restructuring, several responsibilities had to be transferred to newly established divisions/offices. Nominal language was added to this article to ensure that we incorporate the provisions set forth in Administrative Bulletin 96/13, as it pertains to inventory records. Additional revisions have been included that are meant to clarify the requirements of sections of this article in DOM.

Please inform all persons concerned of the contents of this notice, which shall be maintained and the information contained in this document utilized until it is incorporated into the next updated DOM. Please direct any inquiries to Rick Grenz, Chief, Regulation and Policy Management Branch, at (916) 324-4331 or CALNET 492-4331.

TERESA ROCHA
Chief Deputy Director
Department of Corrections

Attachment